

GUIDE FOR PUBLIC EVENT PERMITS

A permit issued by the Board of Aldermen is required for any event that involves the exclusive use of public property (except school buildings), or has a significant impact on nearby residents or public property. For an event in a school building, contact the School Department instead.

To complete the application:

1. Check with the City Clerk's Office to make sure the event does not conflict with any other events already registered.
2. Complete the attached Application. Attach any brochures, posters, maps, or other explanatory material. If the event is a musical or street performance, provide all of the dates and times of performance, and describe the event clearly.
3. If the event is a road race or parade, contact the Auxiliary Police Chief (617 625-6600 x7274) to obtain a sign-off and Police coverage. Note that the Chief works on a part-time basis, and requests at least one month's notice to schedule Auxiliary Officers. The Board of Aldermen recommends that you consider a donation of at least \$100 to the Auxiliary Police, which is a volunteer organization.
4. Proceed in person or by fax to each of these four Departments to obtain sign-offs:
 - A. Police Department: Monday – Friday, 8:30 AM – 4:00 PM
220 Washington Street
617 625-6600 x7200 (Fax 617 628-4936)
 - B. Fire Department: Monday – Friday, 8:30 AM – 4:00 PM
266 Broadway
617 623-1700 x8100 (Fax 617 625-8101)
 - C. Traffic and Parking Department: Monday – Friday, 9:00 AM – 4:00 PM
133 Holland Street
617 625-6600 x7900 (Fax 617 628-6675)
 - D. Department of Public Works: Monday – Friday, 8:00 AM – 4:00 PM
Franey Road (adjacent to Trum Field on Broadway)
617 625-6600 x5000 (Fax 617 623-7649)
5. Return or fax the completed Application to the City Clerk's Office at City Hall, 93 Highland Avenue, open Monday – Wednesday, 8:30 AM – 4:30 PM, Thursday, 8:30 AM – 7:30 PM, and Friday, 8:30 AM – 12:30 PM. Telephone 617 625-6600 x4100 (Fax 617 625-4239).
6. The City Clerk will submit the Application to the Board of Aldermen for approval. The Board usually meets on the 2nd and 4th Thursday of the month. The deadline for submission is the Wednesday prior to the meeting.

PUBLIC EVENT PERMIT APPLICATION

City of Somerville, Commonwealth of Massachusetts

Date_____

To the Honorable, the Board of Aldermen of the City of Somerville:

The undersigned respectfully prays that he/she may be granted permission to conduct the following event. This permission will only be effective for the listed location and time, and will be subject to all of the terms, conditions, and limitations set forth in the Somerville Code of Ordinances, any applicable State and Federal laws, and any conditions prescribed by the Board of Aldermen and/or City Departments. Any charges incurred will be the sole responsibility of the applicant and must be paid in full to the appropriate City Department prior to the event.

Event name_____

Description_____

Location_____

Date and time_____

Rain date and time (if applicable)_____

Estimated maximum attendance at any one time_____

Attendee fees or suggested donations_____

Organization name_____

Mailing address_____

Telephone_____

Have you made any arrangements for:

Auxiliary Police? ☐ Yes ☐ No If yes, describe_____

Security? ☐ Yes ☐ No If yes, describe_____

Parking? ☐ Yes ☐ No If yes, describe_____

Food? ☐ Yes ☐ No If yes, describe_____

Restrooms? ☐ Yes ☐ No If yes, describe_____

Liability Insurance? ☐ Yes ☐ No If yes, describe_____

Note the following Conditions:

1. The event must not obstruct or inhibit the flow of vehicles or pedestrians except for road closures or detours permitted herein, or as directed by Police Officers or Auxiliary Police Officers.

2. Any road closures or detours must be approved in advance by the Traffic and Parking Director, and must be implemented with traffic controls specified by the Traffic and Parking Department. Such controls, and any displays or items placed on any street, shall be movable at all times. Vehicles will not be used as traffic controls. If the applicant requires the use of signage loaned by the Traffic and Parking Department, a security deposit will be required to ensure that the signage is returned. Failure to return the signage will result in forfeiture of the deposit.
3. If the event is a road race, the applicant will provide race monitors where required by the Police. The applicant will not make permanent marks on the roadway or sidewalk using paint or other indelible materials. Use of chalk will be acceptable. The applicant will pay the cost of removing any indelible marks placed on the roadway or sidewalk.
4. If the event is a canning drive, the applicant will provide adult monitors at each location, and will maintain a copy of the approved permit at each location.
5. If the event includes a musical performance, the performance will not occur before 9:00 AM or after 10:00 PM, nor at any time on Sunday, nor within 300 feet of any building from which an occupant asks that the performance desist.

The applicant hereby states that this is a true description of the event and acknowledges and agrees to adhere to the conditions described above and in the Departmental approvals below.

Applicant signature _____ Date _____

Applicant name (print) _____ Applicant phone _____

Event name (taken from page 1) _____

Obtain the signatures below before submitting this form to the City Clerk for consideration by the Board of Aldermen.

<p>__Approved __Denied Date _____</p> <p>Police Chief or Designee</p> <p>Conditions: _____</p> <p>_____</p> <p>_____</p>	<p>__Approved __Denied Date _____</p> <p>Chief Fire Engineer or Designee</p> <p>Conditions: _____</p> <p>_____</p> <p>_____</p>
<p>__Approved __Denied Date _____</p> <p>Traffic and Parking Director or Designee</p> <p>Conditions: _____</p> <p>_____</p> <p>_____</p>	<p>__Approved __Denied Date _____</p> <p>DPW Commissioner or Designee</p> <p>Conditions: _____</p> <p>_____</p> <p>_____</p>